

**STATE OF MICHIGAN
15TH JUDICIAL DISTRICT COURT
101 E. Huron
Ann Arbor, MI 48107
Phone: (734) 222-3393
Fax: (734) 222-3077**

Honorable Ann Mattson
Honorable Elizabeth Hines
Honorable Julie Goodridge

Keith Zeisloft
Court Administrator

**JOB OPENING
Court Clerk II**

The 15th District Court is accepting employment applications for an immediate opening for a Court Clerk II vacancy in the Traffic-Criminal division of the court.

NATURE OF WORK

This is court related, intermediate level clerical work of some complexity and variety. Work involves performing a variety of complex clerical functions in processing court cases. Under limited supervision, activities include assisting members of the public in the resolution of problems and non-routine questions, checking and approving court documents that have been presented for filing, and performing other tasks requiring independent judgment and decision making based on a well-developed knowledge of court procedures.

EXAMPLES OF WORK PERFORMED

(The following examples are intended to be descriptive, but not restrictive.)

Performs duties described for Clerk I as required;

Assists the public in resolving non-routine problems by evaluating case histories and providing information about court procedures and policies;

Reviews pleadings and correspondence submitted for filing; upon receipt of documents or requests, responds by form letter, by posting information, or by taking other action dictated by established procedures;

Responds to inquiries at counter or by telephone regarding moving or parking violation fine amounts, payments or payment plans; consults calendars, officers' schedules and other documents and records to determine hearing dates and times; sets dates for formal and informal hearings according to established criteria; reviews documents to insure timely payment or compliance with sentence; initiates action on delinquent accounts or case files with insufficient funds checks; sorts, codes, and enters traffic tickets, code tickets and complaints into computer system;

Types forms, warrants, summons, orders, and other legal documents; adds short messages to form letters according to established procedures; initiates action regarding delinquent cases, prepares

and mails delinquent notices, prepares Failure to Appear or Failure to Comply with Judgment notices, prepares warrants for judge's signature. Enters court information into computer system; receives funds paid for fines, fees and costs, and issues receipts.

Operates equipment such as: typewriter, computer terminal, cash register, and copier.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of division or work unit's procedures.

Ability to make decisions according to established procedures, policies or court rules.

Ability to maintain effective working relationships with other employees and interact effectively with the general public.

EDUCATION

The applicant must have a high school diploma or GED.

EXPERIENCE

Accurate typing, communication, and computer skills are required and experience with District Court proceedings or a closely related field is preferred.

BENEFITS

This is a full-time permanent position. Standard work hours are Monday through Friday, 8:00 am to 5:00 pm. The City of Ann Arbor provides medical, dental, and optical benefits in addition to paid vacation.

Hourly rate: \$13.93 (\$28,974.40 yearly)

Interested applicants should send cover letter, resume and references to:

Doris Ehnis, Chief Deputy Clerk
15th District Court
101 E. Huron
Ann Arbor, MI 48107
Fax: (734) 222-3077

Application Deadline: January 6th, 2006